Project Submittal Application

City of Tempe Community Development Department 31 E. 5th Street, Garden Level, Tempe, AZ 85281 Building Safety - Phone: (480) 350-8341 Fax: (480) 350-8677 Planning - Phone: (480) 350-8331 Fax: (480) 350-8872 www.tempe.gov



Project Information - Required							
Project Name:							
Project Address:						Suite No.:	
Proposed Use of Building/Suite:						Existing Zoning:	
Legal Description: Attached						Parcel No.:	
Description of Work/Request:							
Valuation (for building plan review only):							
Applicant Information - Required							
Company or Firm Name: Telephone 1:							
Applicant's Name: () Telephone 2:							Ext:
()							Ext:
Applicant's Street Address : Fax:							
City: State:				Zip:	() Email Address(e	<i>56).</i>	
Oldie.				Σιρ.	Email Address(c		
Applicant Signature:				•	Date:		
For City Use Onl							
Planning	Fees	Building		Engineering		Submitted Materials:	
□ SPR		□ New Bui		□ Engineering		Building	Fire
□ Dev Plan Review		□ Complete □ Prelease		□ Revision		Planning	Signs
□ Sign Permit		□ Basic		Tracking Nos.:		Engineering	
□ Use Permit		□ Add/Alt		DS			
□ Variance		□ TI		BP		☐ Spec Book(s)	□ Soils Report
☐ General Plan Amend		☐ AFES (O/H)				☐ Structural Calcs	□ Report
☐ Zoning Amend		□ MF		EN		☐ Truss Calcs	□ Materials
□ Zoning Verification Letter		☐ NRes ☐ Res Remodel/Add		PL		☐ Hydraulic Calcs	□ Color Board
☐ Subdivision/Condo			nodel/Add	X		□ Parking Analysis	☐ Haz Mat Form
□ PAD Overlay		□ Pool				☐ Lighting Cut Sheets	□ Other:
□ Legal Posting Signs		□ Demo □ Grading Only		PC		Total Valuation:	
☐ Administrative Decision	□ Grading Only □ Phased Constr			PPC			
□ Abatement		□ Phased Constr		CA		Total Submittal Fees:	
□ Shared Parking		w/UG MEP		FR			
□ CCR Review		☐ Structural Frame					
□ Continuance		☐ MEP On	ly	RA			
□ Appeal		☐ Mobile Home		SGN			
□ Other		☐ Factory Built Bldg ☐ Deferred submittal		PF		Validation:	
Fire							
☐ Tanks ☐ Revision ☐ New Standard			MCA Code:				
☐ Spray Paint Booth							
□ Special Extinguishing	□ Permits based on Standard #		File With:				
☐ Fire Alarm						Date Stamp:	
☐ Kitchen Hood System		☐ Suiting					
□ Rack Storage		□ Other		Received By:			
□ Hazmat							
□ Other							

INSTRUCTIONS FOR PROJECT APPLICATION

Project Information - Required on all submittals.

Name: Project Name, Subdivision Name, Plan of Development, etc. (Ex: Orchid House, Smith Residence, Arts Center Addition).

<u>Address</u>: Site address, suite number, and assessor's parcel number (Note: If a vacant lot or new building without a specific address assigned, please contact the City of Tempe Engineering Division at (480) 350-8200 in order to obtain a site address. Applications cannot be processed without a site specific address.).

<u>Proposed Use:</u> Specify if single-family residence, office, medical office, retail, school, restaurant, carport, office/warehouse, manufacturing, 68 unit apartment, 72 unit hotel, etc.

Existing Zoning: Zoning at the time of application.

<u>Legal Description</u>: Provide a complete legal description of the property on which permitted work will be done. If legal description is too long for space provided, attach a separate sheet with legal description.

Description of Work: A brief description of the work being done, with examples as follows:

Planning - Site Plan Review, Use Permit, Variance, Zoning/Amendment, PADs, General Plan Amendment, Development Plan Review, Signage, Subdivision/Condo, etc.

Building Safety - New Office/Warehouse Building, New SFR, Tenant Improvement, Interior Remodel, Addition to Existing Residence,

Prefabricated Carport, Construction due to Fire Damage, Conversion of Garage or Carport to Living Space, etc.

Engineering - On-site storm water retention, curb cuts, water & sewer work in the right-of-way, etc.

Fire – Installation of fuel tanks, spray paint booths, hazardous material review, fire sprinklers, fire alarm, etc.

Applicant Information - Required on all submittals

The name, address, email, telephone and fax information of the individual to be contacted for questions, and notification of project status.

All applications must be accompanied by the required number of plans, submittal materials, and correct fee (dependent upon type of submittal).

Please see our website at www.tempe.gov for applications, submittal information, fees and checklists. If you do not have internet access, please contact us at (480) 350-8341.

Time Limitation of Application – Tempe Administrative Code (Section 104.15)

An application for a permit for any proposed work shall be valid for a period of one year from the date of filing. The building official is not authorized to grant any extension of time.

Exceptions:

- 1. Prior to the date of expiration of any application that has not been approved for the issuance of permits, an applicant may submit a written request for one time extension of a one-hundred eighty (180) days. The request must explain the justifiable cause for the delay and include a proposed plan submittal schedule for completion of the plan review process. If the request for extension is approved, the applicant must submit a new project submittal application form along with a renewal fee equal to twenty-five percent (25%) of the original calculated plan review fee. The renewal fee must be paid no later than thirty (30) business days after the original expiration date or the original application shall expires. Additional plan review fees may apply as prescribed in Table 1-A Building Permit Fees item 4 of other fees. Additionally, all permits must be issued and permit fees paid prior to the end of the one-hundred eighty (180) day extension date.
- 2. Prior to the date of expiration of any application that has been approved for the issuance of permits, but for which a permit has not been issued, the applicant may request a one time extension of one-hundred eighty (180) days. The request must explain the justifiable cause for the delay. If the request for extension is approved, the applicant must submit a new project submittal application along with a renewal fee equal to ten percent (10%) of the original calculated plan review fee. The renewal fee must be paid no later than thirty (30) days after the original expiration date or the original application shall expires. Additionally, all permits must be issued and permit fees paid prior to the end of the one-hundred eighty (180) day extension date.

(FPN): Exceptions one and two above may not be combined.

Time Limitation of Application – Engineering Submittals (Tempe City Code Appx. A, Chapter 29-19)

An application for a permit for any proposed work shall be valid for a period of one year from date of filing.

Exception: Prior to the date of expiration of any application that has been approved for the issuance of permits, but for which all of the permits have not been issued, the applicant shall pay 25% of the original plan review fees, within 30 days of the plan review expiration date, to extend the plan review approval for an additional 6 months. If the 25% plan review renewal fee is not paid within thirty (30) days of expiration, and the permits are not issued on or before the 6 month extension date, the plan review will expire and all of the permits will be voided.

Time Limitation of Application – 2006 International Fire Code (Section 105.2.3)

An application for a permit for any purposed work or operation shall be deemed to a have been abandoned one year after the date of filing. The fire code official is not authorized to grant any extension of time.

Exceptions:

- 1. Prior to the date of expiration of any application that has not been approved for the issuance of permits, an applicant may submit a written request for one time extension of a ninety (90) days. The request must explain the justifiable cause for the delay and include a proposed plan submittal schedule for completion of the plan review process. If the request for extension is approved, the applicant must submit a new project submittal application form along with a renewal fee equal to thirty-five percent (35%) of the original calculated fire permit fee. The renewal fee must be paid no later than thirty (30) business days after the original expiration date or the original application shall expire. Additionally, all permits must be issued and permit fees paid prior to the end of the ninety (90) day extension date.
- 2. Prior to the date of expiration of any application that has been approved for the issuance of permits, but for which a permit has not been issued, the applicant may request a one time extension of one-hundred eighty (180) days. The request must explain the justifiable cause for the delay. If the request for extension is approved, the applicant must submit a new project submittal application along with a renewal fee equal to ten percent (10%) of the original calculated fire permit fee. The renewal fee must be paid no later than thirty (30) business days after the original expiration date or the original application shall expire. Additionally, all permits must be issued and permit fees paid prior to the end of the one-hundred eighty (180) day extension date.
- 3. (FPN): Exceptions one and two above may not be combined.